



## TOWN OF MANCHESTER



### POSITION AVAILABLE JANITOR (POLICE SERVICES)

**\$43,812.55**

**40 hours/week**

**Monday-Friday, 8:00 am – 4:30 pm**

**CLOSING DATE: Tuesday, November 29, 2022**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Under minimum supervision, performs custodial work and general maintenance. Performs standardized tasks related to cleaning and maintaining the building. Unloads and maintains supplies and equipment and performs minor repairs.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of custodial and maintenance tasks. Ability to operate various machines and equipment. Must be extremely trustworthy. Ability to establish and maintain effective working relationships with other employees and with the public.

**MINIMUM TRAINING AND EXPERIENCE:** Graduation from high school or equivalent plus one (1) year of experience performing janitorial and maintenance work.

**EXAMINATION MAY CONSIST OF:**

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral examination	100%	70%

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Tuesday, November 29, 2022 or must be postmarked by Tuesday, November 29, 2022. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*